

STATE OF TENNESSEE



TREASURY DEPARTMENT

STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0225

Deferred Compensation Specialist

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$50 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

DESCRIPTION:

This position assists in the daily operations of the Deferred Compensation Division which includes research, analysis, communication, administrative duties and preparing reports. The position also assists with providing reliable and referenced information in the application of State and Federal law in the administration of the State Deferred Compensation Program consisting of a 401(k), 457 and 401(a) Optional Retirement Program (ORP).

RESPONSIBILITIES:

- Assists with management functions to: plan, monitor, communicate, and interact with third party administrators, vendors, investment providers, participants and state agencies regarding operations, administration, contracts, and procurement issues.
- Provides administrative oversight to assure participants receive excellent customer service and supports problem resolution.
- Audits plan contributions and resolves any discrepancies which includes working closely with recordkeeper staff and payroll contacts at local education agencies, local governments, higher education, and central state payroll.
- Maintains and produces reports and in-house documents.
- Assists in the local government adoption process including preparing resolutions and agreements and processing completed documents.
- Works closely with legal staff to keep documents up to date and ensures compliance of completed documents.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four year college or university OR a public accountant in good standing
- Five years of full time work experience in accounting or other appropriate financial employment
- Successful candidate must be proficient in Microsoft Excel

PREFERRED QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or personal financial planning
- Two years of professional experience working with governmental 457, 401 (k) or 401 (a) defined contribution plans
- Certified Public Accountant, Certified Employee Benefits Specialist, Certified Retirement Administrator, Certified Retirement Counselor® or Certified Financial Planner designation

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.